

STATEMENT OF WORK
PERFORM A CRITICAL EVALUATION OF TERRITORIAL ACTION PLANS OF 15 MUNICIPALITIES AND
12 DEPARTMENTS FOR THE OFFICE OF THE INSPECTOR GENERAL OF THE REPUBLIC/ CGR

I. Introduction

The mission of the Bureau of International Narcotics and Law Enforcement Affairs (INL) is to minimize the impact of international crime and illegal drugs on the United States, its citizens, and partner nations by providing effective foreign assistance and fostering global cooperation. This mission, which centers on helping our partner nations establish a capable and accountable criminal justice sector, was expanded during the past decade to include stabilizing post-conflict societies through criminal justice sector development and reform. This mission supports peace and security by stabilizing and strengthening security institutions to build a global security capacity and by combating drug trafficking and other transnational crimes such as money laundering and criminal gangs. It promotes the goal of governing justly and democratically by strengthening justice sector institutions, good governance, and respect for human rights.

INL's assistance in Colombia is designed to reduce coca cultivation and the production of cocaine and other narcotics, disrupt and minimize trafficking routes for illegal drugs, dismantle organized criminal groups, enhance the Colombian National Police (CNP) and the Office of the Attorney General, capacity to investigate crime, strengthen rule of law institutions and their ability to bring criminals to justice, and assist Colombia in the exportation of its security-related expertise to other countries. INL's assistance also supports, in part, the Colombian government's goal to "consolidate" its territory by strengthening Colombia's rule of law institutions, and by bringing improved security, governance and legitimacy to remote, rural communities.

II. Background and Objectives

Strategic Initiative Program supports the Government of the Republic of Colombia in its efforts to strengthen the capacity of the Colombian institutions to deal with the threats posed by criminal gangs (Bacrim) and bring legitimacy, coexistence, and governance in appropriate areas of consolidation levels.

Bacrim presence in some rural areas is favored by the weakness of public institutions and of the rule of law, the absence of governance, social inequality, the diversion of public resources and the recruitment of local authorities by criminal groups, which resulted in the destabilization of communities and hinders a sustainable economic and social development.

The Government of the United States of America is interested in contributing to the process of delegitimization of the criminal actors and to strengthening the capabilities of the institutions responsible for public resources accountability, such as the Office of the Inspector General of the Republic (CGR, for its name in Spanish), generating a direct influence on the prevalence of the rule of law in the consolidation zones.

In accordance with the Act 1448 of 2011 (Victims of the Armed Conflict Act), the municipalities and departments must plan, design and implement strategies to implement the measures included in this law and the CGR should make effective monitoring and evaluation of the different measures provided by this Act.

Furthermore, this Act and its regulatory decree (4800 of 2011), defines the departments, municipalities and districts duty to formulate the Territorial Action Plans (TAP), which should contemplate measures of prevention, care, assistance and reparation to the victims of the armed conflict, and which must have budgetary allocations within the respective development plans and shall adhere to the guidelines established in the National Plan for the care and repair.

The TAPs constitute the main instrument of territorial planning, allowing a better approach to the identification of the needs of the victim population as well as the territorial entity in particular. This is accomplished from the realization by the Department or municipality of a process of local characterization and an analysis of its own fiscal and institutional capacity, with the subsequent formulation and implementation of programs, actions and strategies that are routed to the satisfaction of the identified problems.

III. Scope

Support and strengthen the role of fiscal control by the project "Municipal Fiscal Control to Public Resources in consolidation zones", agreed between the CGR and INL, one of whose purposes is to identify, in selected municipalities, and risk factors corrupt behavior related to the management of public resources for Attention and Reparation for Victims of Armed Conflict (Law 1448 of 2011), among others

IV. Tasks & Objectives

Based on the above, the objectives of this project are to:

1. Perform a critical evaluation of the current TAP for each assigned municipalities and their respective departments, in accordance with the evaluation methodology provided by the CGR.
2. Develop an analysis of current projects and investment programs for income generation under the TAP in assigned municipalities and their corresponding department, in accordance with the methodology for analysis and evaluation of projects performed by national and international organizations; See followings links:

<http://repository.cesa.edu.co/bitstream/10726/1193/5/TMF00304.pdf>
<http://repositorio.uis.edu.co/jspui/bitstream/123456789/8392/2/134017.pdf>
<https://www.sgr.gov.co/LinkClick.aspx?fileticket.>

3. Develop an evaluation of budgetary compliance and the -implementation of the Assistance and Care measures (immediate and emergency) for victims of the armed conflict in the assigned municipalities and their respective assigned department, in accordance with assessment methodology that will be provided by the CGR.

V. Deliverables/products for each of the municipalities assigned and their corresponding department.

The Contractor shall comply with submitting the required Deliverables of this project.

The numbers of days listed in the deliverable schedule are business days. All deliverables will be accepted according to the deliverable review guidelines.

Once awarded, the Contractor shall provide the Deliverable Schedule dates for Government approval. Deliverables must be provided according to a schedule that meets the Government's availability for review – do not provide more than three deliverables for review per review cycle. Only the Contracting Officers Representative (COR), Government Technical Monitor (GTM) or Contracting Officer (CO) can formally accept deliverables and or deliverables.

Delivery Standard (DS)

- 5 business days for INL to review and comment
- 5 business days for Contractor to respond with updates
- 5 business days for INL to accept/reject updates

The Contractor shall provide the deliverables identified in the following Deliverables list in accordance with the schedule approved by the Government. The Contractor shall verify and incorporate any comments or implement the suggested changes after discussing and clarifying them with the Strategic Initiative coordinator and, if necessary submit a final version of the product no later than five (5) business days thereafter.

The Contractor shall submit the following Deliverables for each of the institutions involved, the following products::

Report One: Current Status Review.- The Contractor shall submit to the coordination of Strategic Initiative program delivery schedules according to municipalities and departments to visit.

Perform a critical evaluation of the current TAP for assigned municipalities and their respective departments, in accordance with the evaluation methodology provided by the CGR.

- Provide verification that the TAP, the National Plan for Victims and the Territorial Development Plan in each municipality are correlated and reliant upon each other.
- Provide an analysis and comparison of the socio-economic factors between the different municipalities and departments assigned and of the ones found within the TAP with special focus on victim population.
- Deliver an analysis of the functionality and effectiveness of the Transitional Justice Regional Committees in accordance with the TAP and with the provisions of the assessment methodology to be provided by the CGR.
- Complete the interview and observation matrices as provided by the CGR.

Report Two: Income Generation.- The Contractor shall submit to the coordination of Strategic Initiative program delivery schedules according to municipalities and departments to visit.

Analysis of projects and investment programs for income generation under the TAP in assigned municipalities and their corresponding department. This product shall contain:

- Perform a quantitative and qualitative assessment of financial allocations found within the TAP initiatives for income generation compliance.
- Review and recommend possible ventures and/or micro enterprises with potential to be supported in the future.

- c. Develop a financial analysis of the fiscal support that has been fulfilled and obligated by each municipality and department. Provide an itemized ledger of fulfillments and obligations for each municipality and department.
- d. Comparative analysis of the financial needs of each municipality and the financial provisions included in the TAP.

Report Three: Compliance.- The Contractor shall submit to the coordination of Strategic Initiative program delivery schedules according to municipalities and departments to visit.

Evaluation of budgetary compliance and the implementation of the Assistance and Care measures for victims of the armed conflict in the assigned municipalities and their respective assigned department, in accordance with assessment methodology that will be provided by the CGR.

This product shall contain:

- a. Identify the resources allocated for Assistance and Care measures for armed conflict victims and its programs (Immediate Humanitarian AID-IHA and Emergency Humanitarian Aid – EHA).
- b. Deliver an analysis of the provisions established in the TAP in accordance to relevant local and national regulations.
- c. Provide a compliance assessment for the financial allocations appropriated to the Immediate Humanitarian Aid and Emergency Humanitarian Aid programs.
- d. Complete the compliance matrix for humanitarian aid based upon information found within the TAP, management reports of the Mayor’s Office, individual departments, and the Victims Unit.
- e. Comparative analysis of the immediate needs for the target population of those included in the TAP.

Report Four: Summary Reports.- The Contractor shall submit to the coordination of Strategic Initiative program delivery schedules according to municipalities and departments to visit.

- a. Provide a preliminary report of recommendations based upon the observations obtained from analysis of documents, field visits and other elements analyzed.
- b. Provide a final report of recommendations based upon the observations with the analysis of the response given by the relevant entity of the municipality and or the department.
- c. Deliver a Comprehensive report encompassing of observations (including preliminary and final), final conclusions and recommendations from each of the reports submitted to each municipality (15) and its corresponding Department (12) report.
- d. Progress Reports: The Contractor shall submit reports every 15 days. The Contractor shall submit these reports in Spanish to the Strategic Initiative Program Coordinator. These reports shall succinctly summarize progress and status of the major requirements, and as appropriate, a comparison of actual accomplishments with the goals and objectives established for the period of the report; deviations from the work plan and explanations of such; indications of any problems encountered and proposals for remedial actions; and projected activities for the next reporting period.

VI. Contractor’s Obligations

To fulfill the purpose of the contract, the contractor shall:

1. Use criteria and research methodologies, which may include but not limited to the use of primary and secondary sources, personal interaction with officials and relevant local actors to which they must perform field visits in each of the municipalities and its department.
2. Apply the methodologies provided by the CGR when developing the deliverables.
3. Attend institutional and interagency meetings, as convened by INL and the CGR.
4. Based on the research methodologies used, define the preliminary and final observations, analyze replies made by local authorities to the preliminary observations and finally make the concluding observations, which shall be included in the final report.
5. Coordinate the working groups required in order to validate the observations and analyze the results and feedback.
6. Deliver the products listed in Chapter III of the Scope of Work about the previously schedule defined with INL and CGR.
7. Maintain confidentiality for all information and documents to which there is access, as a result of the service provided and refrain from using such information for other purposes.
8. At the end of the contract the contractor and its agents must return each and every copy of any documents that have been supplied. This includes electronic copies. Additionally the contractor shall certify that no unauthorized copies have been made.

VII. Period of Performance

The Period of Performance of this project is from Date of Award through 6 Calendar months.

VIII. Place of Performance

The work under this task order shall take place the following municipalities and departments. The Contractor will be responsible for its own housing, logistics, and transportation for all field visits.

- Municipalities: Cartagena del Chairá, (Caquetá), Cauca y Tarazá (Antioquia), Chaparral (Tolima), Ovejas (Sucre), Puerto Asís and Puerto Leguízamo (Putumayo), Quibdó (Chocó), San Jacinto (Bolívar), Tibú (Norte de Santander), Tierra Alta (Córdoba), Toribío (Cauca), Barbacoas and Maguí (Nariño), Mapiripán (Meta).
- Departments: Caquetá, Antioquia, Tolima, Sucre, Putumayo, Chocó, Bolívar, Norte de Santander, Córdoba, Cauca, Nariño and Meta.

IX. International Coordination

The performance of the contract will be made in coordination with the delegations of the Social and Royalties of the Inspector General of the Republic and INL of the Embassy of the United States of America in Bogota.

X. Expense Requirements

The contractor shall be responsible for their own housing, logistic and technical support for the redaction of the corresponding reports, which may be located outside Colombia. This project is not Cost-Reimbursable.

XI. Instructions to Prospective Vendors

Interested vendors shall submit the following as part of their proposal.

A. Work Plan

The work plan shall consist of the following:

- i. Implementation schedule which shall include the order of the visits to each municipality and department to meet deliveries established in Section XIII hereof. This schedule must be approved by the Government.
- ii. List of Proposed Personnel and their experience in relation to the requirements listed in this document.
- iii. Past Experience: The contractor shall provide evidence of past work successes as direct result of the person's efforts, how that experience compares with this request, and how the experience of this person may affect the total results.

The Offeror shall provide at least 3 previous projects similar in scope to this requirement. The examples shall at least provide the relevant experience for each one of the criteria listed within the requirements and the products of the contractor. Please explain and also provide evidence that your company has sufficient experience and capacity in the following:

- a. Have a minimum of 5 years of business constitution.
- b. Demonstrated five years of experience in the design, implementation and / or evaluation of public policies.
- c. Familiarity with regulatory developments related to supporting victims and / or vulnerable populations.

The Contractor shall provide the appropriate number of staff to fully execute this task order, using the approach of "cost - benefit". The Contractor must provide documentation to demonstrate appropriate experience for each individual on the team. INL fully expects that the individual team members will be available to conduct all the activities described in this solicitation until the project's completion.

At least thirty (30) days prior to diverting any of the specified individuals (or as soon as possible, if an individual must be replaced, for example, as a result of leaving the employment of the Contractor), the Contractor shall notify Strategic Initiative Coordinator, and submit comprehensive justification for the diversion or replacement request, to permit evaluation by the Strategic Initiative Coordinator of the impact on performance under this task order.

The team will be responsible for their own housing, logistics and transport. The CGR should provide the necessary support for making contacts at country level.

Based on the foregoing, the bidder's team shall comprise, at least the following professional profiles:

1. A Subject Matter Expert in social policy analysis and /or projects in solution of unsatisfied basic needs and / or humanitarian aid programs.

Profession: University degree in economy, sociology, business management or related professions, with 5 years of having the title.

Experience: 3 years of experience performing in social policies and / or projects for vulnerable populations and / or humanitarian aid programs.

2. A Subject Matter Expert in procurement.

Profession: University degree in law, with 5 years of having the title.

Experience: 3 years of experience performing as a consultant in public contractual processes.

3. A Subject Matter Expert in financial evaluations, especially in the enforcement of financial and budgetary goals and parameterization of the budget execution.

Profession: University degree in accounting, economy, or related professions, with minimum 5 years of degree.

Experience: 3 years of experience performing as an accountant developing financial audits.

4. A Subject Matter Expert in the design, implementation and/or evaluation of programs for income generation.

Profession: University degree in industrial/agricultural engineering, or related professions, with minimum 5 years of degree..

Experience: 3 years of experience performing as an engineer developing productive projects.

5. A Subject Matter Expert in territorial planning Territorial planner who has worked at least 5 years in the formulation of local development plans at municipal offices or departmental planning and / or in national agencies and international development.

Profession: University degree in economy, sociology or industrial engineering, or related professions with minimum 5 years of degree.

Experience: 3 years of experience performing as a consultant in projects of national or local planning.

- iii. **Technical Aspects:** The contractor shall provide a detailed summary of the steps to perform the assessment. The contractor shall address each factor listed in the section of this request corresponding to the requirements that the contractor shall deliver.
- iv. **Logistical Aspects:** The contractor shall provide a draft schedule and itinerary to complete the requirements.

B. Other Information

The following information shall be carefully reviewed by any vendor that considers submitting a proposal to execute this contract:

- a. For local vendors, the Value Added Tax (IVA) shall be deducted, if included, from the prices offered. INL Bogotá has established procedures to recover the VAT in Colombia.
- b. INL reserves the right to refuse a bid that is technically unacceptable, excessively high or that lacks the required information.
- c. To be considered for award, the contractor shall be qualified by the respective Contracting Officer, pursuant to the regulations of the Government of the United States of America, FAR 9,104 a 1, as follows:

9.104-1 - General Standards.

A prospective contractor shall:

- (a) Have adequate financial resources to perform the contract, or the ability to obtain them (See 9,104 to 3 (a));
- (b) Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
- (c) Have a satisfactory performance record (42,15). A prospective contractor shall not be determined responsible or nonresponsible solely on the basis of a lack of relevant performance history, except as provided in 9.104-2;
- (d) Have a satisfactory record of integrity and business ethics (for example, see Subpart 42.15);
- (e) Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors). (See 9,104 - 3 (a)).
- (f) Have the necessary production, construction, and technical equipment, or the ability to obtain them (See 9,104 - 3 (a)); and
- (g) Be otherwise qualified and eligible to receive an award under applicable laws and regulations (see also inverted domestic corporation prohibition at 9.108).

XII. Evaluation of Proposals

INL shall award the contract to the vendor whose proposal is technically acceptable with price and other factors considered. The following are the Evaluation Factors.

1. Quality of Proposed Work Plan:

The Government shall evaluate the Offerors submitted work plan to ensure technical understanding of the requirements for this project. Evaluation shall be made based on an Acceptable/Unacceptable basis. Acceptable meets the requirements, Unacceptable does not.

2. Past Experience:

The Government shall evaluate how the Offeror meets the Experience requirements of this project. Evaluation shall be made based on an Acceptable/Unacceptable basis. Acceptable meets the requirements, Unacceptable does not.

3. Price

The Government shall evaluate Offeror pricing based on fair and reasonableness through either historical data or other pricing mechanisms available to the Government.

XIII. Method of payment

Invoicing and payment shall will be made based on the delivery schedule according to municipalities and departments visited previously accepted by the Government. See the following table:

Deliverable	%	Due Day
The four reports listed in Chapter V corresponding of the first group the 7 municipalities and departments involved.	25	Due 60 calendar day after Award
The four reports listed in Chapter V corresponding of the second group the 7 of the municipalities and departments involved.	25	Due 90 calendar day after Award
The four reports listed in Chapter V corresponding third group the 7 of the municipalities and departments involved.	25	Due 120 calendar day after Award
The four reports listed in Chapter V corresponding to the end group the 6 of the municipalities and departments involved.	25	Due 210 calendar day after Award

XIV. Confidential Information and Intellectual Property.

The Contractor agrees not to publish the information obtained during the performance of this contract. The information obtained will not be used for other purposes by the contractor without the permission of the contracting officer.

The CGR and the Government of the United States will retain the copyright and related intellectual property rights regarding all material (documents, reports, studies, publications, etc.) originating from the activities carried out under this contract.